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Title of Document: Reporting of Work Related Injuries

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Applicability: All DDSN State Employees

The language used in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

A. REPORTING AND CLAIMS

All injuries occurring while at work, no matter how minor, must be reported to the employee's immediate supervisor or person in a position of authority in the absence of the supervisor. Injuries must be reported immediately, but in no case later than the date of occurrence. Failure to give immediate notice may result in penalty, may cause delay in the payment of compensation to the injured employee or may result in failure to receive any compensation. Upon notification, the employee should also request that medical services be provided.

Claims are barred if not made within two (2) years after the accident. Claims in death cases must be made within one (1) year. Compensation may not be payable if employee does notify employer within ninety (90) days after the accident.

B. ON THE JOB INJURIES TO EMPLOYEES

All injuries must be reported on the date of occurrence. The immediate supervisor or person in charge will investigate the case and prepare a Report of Injury Form (P-29). The report must be complete and explain the circumstances under which the injury occurred. This report must be completed by the next working day and forwarded to the Human Resource Management (HRM) office. Because of regulations issued by the Industrial Commission, HRM must, within ten (10) days after the occurrence and knowledge of an injury to an employee requiring medical or surgical attention, file a report (Form 12A) with the Commission. Thus, it is imperative that all reports of injury be sent to HRM immediately.

The HRM Director is responsible for ensuring that an Employer First Report of Injury (Form 12A) is submitted to the Industrial Commission within ten (10) days as specified to preclude the possible imposition of fines by the Commission against the Department.

C. FIRST AID CASES

If first aid treatment is required, the employee may go to the infirmary or be checked by an in-house physician. When an injured employee is referred to an off-campus physician, the supervisor will prepare a Report of Injury Form (P-29) and forward it with the employee to the emergency treatment room of a designated clinical center. Treatment for minor injuries or injuries requiring first aid only will be referred to a designated clinical center. In the event of serious injury, the employee after receiving first aid, should be sent to the employee's personal physician's office or the nearest hospital for further treatment. A Form 14-A, Physician's Determination of Disability & Itemized Statement of Charges for Treatment, should be sent with the employee with instructions for the attending physician to forward the completed forms to the personnel office.

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(Approved)